

Personalized vouchers can be printed from our web site at [www.revenue.wi.gov](http://www.revenue.wi.gov).

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## Form

# 1-ES

Fiscal year filers:  
Enter  
year  
ending \_\_\_\_\_  
(month and year)

Your legal last name	Your legal first name and initial	Your social security number	
Spouse's legal last name	Spouse's legal first name and initial	Spouse's social security number	
Home address (number and street or rural route)		Telephone number	
City or post office		State	Zip code

☐ Trust (Enter FEIN as "your social security number")

☐ Estate (Enter decedent's social security number)

☐ Individual

☐ Joint

\$

D-101 (R. 11-07)

[illegible]

## 1-ES Generation Guidelines

Scan line guidelines for DOR generated returns would eliminate the printing of the FEIN or SSN on the estimated tax voucher and replace that with the Wisconsin Tax Account Number (WTAN), both in the identifying account information area as well as in the scan line. Since preparer's sometimes do not know what the WTAN is for a particular customer, we would instruct the preparer to use the taxpayer's FEIN or SSN's to identify where the payment should post. The scan line includes a code for identifying which identifying number is being used. Two digits in the scan line have been defined to determine who the originator of the document is. (WDOR, Internet, or Tax Preparer).

Currently our CRP scan line consists of 50 characters. Utilizing the following guidelines will greatly reduce the number of exception or miscellaneous processing errors which would allow for less manual intervention on the posting of these types of estimated tax payments.

The following guidelines would be utilized by **Preparer Generated Returns** in the printing of the scan line on the documents

### Individual

Position 1 - 3	Drawer Number	"208"
Position 4 - 8	Tax Type Code	"01640" - Individual Income
Position 9	Posting Code	"1" - Automatic Posting
Position 10	Tax Account Identifier	"2" - FEIN "3" - SSN
Position 11 - 19	Account Number	9 character Primary SSN or FEIN for Trusts
Position 20 - 28	Account Number	9 character spouse SSN or "999999999", if single account
Position 29	Filler	"0" fill
Position 30 - 33	Period End Year	"2008" - CCYY
Position 34 - 35	Payment Type	"06" - Estimated Tax Payment
Position 36	Id/Est/Trst Identifier	"1" - Individual "2" - Trust "3" - Estate "4" - Joint
Position 37	Check Digit	"#" (See calculation instructions below)
Position 38	Voucher Type	"1" - New
Position 39 - 40	Preparer ID	"##" - Assigned by Dept. of Revenue staff
Position 41 - 50	Amount Paid	\$\$\$\$\$\$\$cc

### 1. Form 1-ES Document Specifications

- Size: Form 1-ES must be 8 1/2" x 3 2/3".
- Paperweight must be 20 pounds/500 sheets.
- Smoothness - between 65 and 200 Sheffield units on both sides. Unacceptable coatings include carbon coating and no-carbon required coatings. The coupon must be free of foreign matter such as staples, paper clips, adhesive tape or glue, etc. There can be no holes in the coupon.

- d. Bottom edge must be perpendicular to within 2 degrees to the right-hand and left-hand edges.
- e. No tears are allowed on the right-hand and bottom edges. Any perforations for a stub must be on the topside or left-hand edges of the document.
- f. The paper must be white, highly opaque and have a flat finish.
- g. It is essential that the remitter's name appear on the coupon. It is advisable to duplicate all scan line information fields elsewhere on the remittance coupon to facilitate any necessary data entry correction.

## 2. OCR Scan Line Specifications (Form 1-ES)

- a. The OCR scan line must be printed in OCR "A" font at a pitch of 10 characters per inch.
- b. The software should default to omit the scan line altogether if the customer is unable to print in OCR "A" font.
- c. The OCR scan line must be printed on each form.
- d. The right edge of the last character in the OCR scan line must be 1/2 inch from the right-hand edge of the form.
- e. The bottom of the OCR print line must be 1/2 inch above the bottom edge of the form and must be parallel to the bottom edge of the form.
- f. The OCR scan line must center in a "clear band" 1/2 inch high centered on the OCR print line, which must be free of extraneous print, dirt, carbon residue, and all foreign matter.
- g. The line of characters to be read must be printed within the "printing band," which is located in the center of the clear band. The printing band is 0.22 inches high.
- h. The ink in the printed character must absorb light in the 550 to 950 nm wavelength range. The ink must not spatter or smear.
- i. The OCR print line should read:

Form 1-ES for Trusts:

20801640129999999999999999999999020080629199\$\$\$\$\$\$\$\$cc

Form 1-ES for Estates:

20801640139999999999999999999999020080639199\$\$\$\$\$\$\$\$cc

Form 1-ES for Individuals:

20801640139999999999999999999999020080619199\$\$\$\$\$\$\$\$cc

Form 1-ES for Joint Filers:

20801640139999999999999999999999020080649199\$\$\$\$\$\$\$\$cc

- j. For Form 1-ES the first set of nine "9"s is replaced by the taxpayer's social security number. The second set of nine "9"s is replaced by the spouse's social security number. The first "9" in the series "9199" is replaced by the check digit that is derived from positions 10 through 36. The last two "9"s in the series "9199" are replaced by the software developer's department-assigned two-digit vendor identification number.

### 3. Modulus 10 – Check Digit Calculation

- The check digit calculation utilizes position number 10 through 36 of the CRP scanline. Fields within these character positions include tax account identifying numbers, Period end dates, and payment types.
- Multiply the number in positions 36, 34, 32, 30, 28, 26, 24, 22, 20, 18, 16, 14, 12, and 10 by 2. (This is every other position starting with the right most position)
- Add the digits in the products to the digits in the base number that were not multiplied.
- Subtract the sum from the next highest multiple of 10.
- The difference is the Check Digit.
- Example:

Scan Line: 20801640112000000215783910000200**8**061**3**1990000001300

Positions 10 – 36: 12000000215783910000200**8**061 (last 1 for indiv)

Right most position and every other position:

1, 0, 0, 2, 0, 0, 9, 8, 5, 2, 0, 0, 0, 1

Multiply by 2: 2, 0, 0, 4, 0, 0, 18, 16, 10, 4, 0, 0, 0, 2

Digits not multiplied (From right to left): 6, **8**, 0, 0, 0, 1, 3, 7, 1, 0, 0, 0, 2

Add the digits: 1<sup>st</sup> number 2<sup>nd</sup> Number

{2+0+0+4+0+0+(1+8)+(1+6)+(1+0)+4+0+0+0+2} + {6+**8**+0+0+0+1+3+7+1+0+0+0+2} =

Sum: **57**

Next highest multiple of 10 = 60

Subtract: 60 – **57**

Check Digit: **3**